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Tender

## **School Payroll and HR Administration Services**

Cumberland Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-027781

Procurement identifier (OCID): ocds-h6vhtk-052722 ([view related notices](#))

Published 27 May 2025, 2:38pm

### **Scope**

### **Reference**

DN775783

### **Description**

Cumberland Council plans to establish a framework of up to 4 suppliers who can offer an effective, timely and cost-effective Payroll & HR Administration service to maintained non-chequebook schools within the footprint of Cumberland Council.

Currently there are 74 schools who plan to initially use this framework which are predominantly Primary Schools, and range in size of staffing numbers however the numbers may change subject to individual school needs.

It is envisaged that a maximum of 4 suppliers will be awarded onto the framework.

Further competitions will be conducted under the framework by individual schools (or by the Council on behalf of individual schools) and these will be awarded on price alone.

## **Commercial tool**

Establishes a framework

## **Total value (estimated)**

- £642,000 excluding VAT
- £770,400 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 August 2025 to 31 July 2029
- 4 years

## **Main procurement category**

Services

## **CPV classifications**

- 79631000 - Personnel and payroll services

## **Contract locations**

- UKD1 - Cumbria
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## **Framework**

### **Maximum number of suppliers**

4

### **Maximum percentage fee charged to suppliers**

0%

### **Framework operation description**

Further competitions will be conducted under the framework by individual schools (or by the Council on behalf of individual schools) and these will be awarded on price alone.

### **Award method when using the framework**

With competition

### **Contracting authorities that may use the framework**

Establishing party only

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## Submission

### Enquiry deadline

11 June 2025, 12:00pm

### Tender submission deadline

23 June 2025, 12:00pm

### Submission address and any special instructions

The documents are available via The Chest - <https://www.the-chest.org.uk/>

For support using the chest please contact Proactis, using the supplier support area.

For clarifications, please ensure all correspondence is via The Chest using the message area.

Suppliers wishing to express an interest and obtain access to the tender documents should go to [www.the-chest.org.uk](http://www.the-chest.org.uk) and click on current opportunities from the navigation area on the left of the screen. On the next screen enter the contract Reference (DN775783) in the box labelled 'contains' then click search.

Click on the Blue link for the contract title to view the opportunity.

To express an interest you will need to login. If you are not already

registered on the [www.the-chest.org.uk](http://www.the-chest.org.uk) you will need to return to the home page and click on Register. Register FREE link in the navigation area on the left of the screen. Registration is free of charge and your username and password will be emailed to you.

Cumberland Council is fully supportive of all aspects of diversity including ethnicity, race, religion, age, disability and sexual orientation. In this respect Cumberland Council welcomes expressions of interest from ethnic minority, disabled and other diverse business communities and the voluntary sector.

Economic operators are therefore required to fully comply with all statutory obligations/applicable legislation and there will be a requirement to participate in the Authority's supplier audits on all aspects of diversity.

The Contracting Authority expressly reserves the right:

- (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and
- (ii) to make whatever changes it may see fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers.

The contracting authority reserve the right to use any electronic portal during the life of the agreement.

The value provided in this notice is only an estimate.

### **Tenders may be submitted electronically**

Yes

### **Languages that may be used for submission**

English

### **Award decision date (estimated)**

30 June 2025

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### **Award criteria**

Name	Type	Weighting
Quality	Quality	55%
Price	Price	35%
Social Value	Quality	10%

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## Other information

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Contracting authority

### Cumberland Council

- Public Procurement Organisation Number: PJGX-9191-DYLV

Cumbria House, 107-117 Botchergate

Carlisle

CA1 1RD

United Kingdom

Email: [procurement.mailbox@cumbria.gov.uk](mailto:procurement.mailbox@cumbria.gov.uk)

Region: UKD12 - East Cumbria

Organisation type: Public authority - sub-central government